



Identifying Your Key Professional Skills

Description of Skills	Acquired?	How have you used this skill in the past? How will you use this skill in your future profession?
<i>Communication</i> – ability to communicate effectively with others, both in writing and verbally	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Strong Work Ethic</i> – hard worker; dedicated to the achieving results	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Teamwork</i> – ability to work effectively with others in a group setting	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Initiative/ Motivation</i> – one’s drive, energy, and enthusiasm; A “go-getter”; does not wait until told to take action	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Interpersonal</i> – ability to relate to and get along well with others	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Problem Solving</i> – ability to look at a problem and break it down in order to solve it effectively	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Analytical</i> – ability to anticipate potential problems or outcomes	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Flexibility/Adaptability</i> – capable of adjusting to new, different, or changing situations	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Computer/Technical</i> – working knowledge of basic computer software such as Microsoft Word, Excel, and PowerPoint	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Attention to Detail</i> – having a keen eye for details	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Organizational/Planning</i> – ability to follow specific procedures when planning or organizing important events or schedules	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Leadership/Management</i> – experienced in leading others or in successfully overseeing peers, coworkers, or projects	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Self-Confidence</i> – believing in yourself and what you have to offer	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	

<i>Honesty/Integrity</i> – honorable, reputable, and trustworthy. Employers can count on you always being truthful	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Ability to Handle Pressure</i> – able to handle stressful situation or conflict in an effective and healthy manner	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Competitiveness</i> – works hard to achieve goals and come out on top	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Creativity/Originality</i> – able to offer innovative and creative ideas and suggestions	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Decision Making</i> – exhibiting prompt and firm ability to make important decisions	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Dedication/Perseverance</i> – devoted to one's job; continues to achieve a goal no matter how difficult it may be or how many obstacles get in their way	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Dependable/Reliable</i> – someone an employer can always rely on; responsible	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Direction</i> – possess a motivating purpose towards your goals; exhibits goal directed behavior	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Foreign Language</i> – skilled at speaking and understanding languages other than your own	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Self Awareness and Personal Development</i> – aware of and understanding one's own strengths and weaknesses	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Self-Promotion/Presentation</i> – presenting oneself with confidence and certainty. Describes skills in a confident manner	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Willingness to accept responsibility</i> – not afraid to tackle hard jobs; accepts blame as well as credit for a job well done	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Willingness to continue learning new skills</i> – open and accepting of expanding one's knowledge and way of doing things	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	
<i>Working Knowledge of Office Equipment</i> – able to effectively use office tools (i.e. copiers printers, phones, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No	